

1320 Research Park Drive
Manhattan, Kansas 66502
(785) 564-6700



900 SW Jackson, Room 456
Topeka, Kansas 66612
(785) 296-3556

Jackie McClaskey, Secretary

Governor Sam Brownback

Kansas Department of Agriculture

Vehicle Use Policy

Purpose:

It is the policy of the Kansas Department of Agriculture (KDA) that each employee must take personal responsibility for operating state vehicles. For the purpose of this policy, a state vehicle is defined as a vehicle owned or leased by the state, or a vehicle rented by the state. Progressive disciplinary action will be taken against employees who are involved in accidents that involve their failure to observe traffic laws, negligence or other avoidable factors.

Expectations:

1. State-owned or leased motor vehicles shall only be operated by an employee of the state of Kansas. Only employees of the state or a person or persons reasonably engaged in and accompanying a state employee on official state business shall be allowed to ride in a state-owned or leased motor vehicle. The provisions of this subsection do not apply to privately-owned motor vehicles.
2. Employees must obey all traffic laws while operating a state vehicle and the documented failure to do so will be considered misconduct.
3. Employees must use a seat belt at all times.
4. Employees whose job requires that they maintain a valid driver's license must immediately notify their supervisors if their license has been suspended, cancelled or has had limitations placed on it.
5. Employees are to take all necessary precautions to ensure the safe operation of a state vehicle or personal vehicles used for official business.
 - a. Employees must avoid situations that are likely to damage state vehicles, e.g., driving through high water, non-maintained roads, ice storms, etc. Employees should discuss questionable road and weather conditions with their supervisor and the decision should be made with safety in mind.
 - b. Employees whose job duties require remote or off-road driving should also use prudence to avoid unnecessary risk of damage to state vehicles.
6. Employees are not to drive state vehicles or personal vehicles used for official business when under the influence of alcohol, drugs, or medication that impairs judgment or the ability to safely operate a vehicle.

7. Employees must immediately notify their supervisor if a traffic citation is issued to them while driving a state vehicle.
8. Employees are allowed to utilize cell phones in accordance with state law to make calls while operating a state vehicle or personal vehicles used for official business. Employees are prohibited from texting or using any other written communication features of the phone while driving a state vehicle or personal vehicle used for official business.
9. Smoking, including the use of E-Cigarettes in a state vehicle is prohibited.
10. Employees shall comply with KAR 1-17-19 which states "No agency or operator shall permit any sign, decal or bumper sticker to be affixed to or remain on any state-owned or leased motor vehicle unless it has been placed there under the written authority of the secretary."
11. The interior and exterior of state vehicles should be kept in good order. This includes vacuuming and washing when necessary. State-issued supplies and equipment stored in the state vehicle should be kept in an orderly manner.
12. Pets are not allowed in state owned or leased vehicles at any time.
13. All supervisors are responsible for ensuring that new employees have reviewed the policy and this policy is followed by all employees. Supervisors are also expected to set an example for safe and responsible driving.
14. Supervisors are responsible for investigating each accident, including reviewing a police report if one is made, to determine if the employee was at fault. Supervisors are to take the appropriate disciplinary action based upon their findings consistent with this policy. At a minimum, any employee deemed to be at-fault in police report shall be required to take a defensive driving course.
15. The operator of the state owned or leased vehicle is responsible for the proper use, servicing and protection of the vehicle while in the employee's possession. Employees should follow KDA Fiscal policy on vehicle care, maintenance, repair and expense reporting.
16. Supervisors are responsible for inspecting an employee's state owned or leased vehicle at least twice per year or as often as needed. The results of this review should be reflected on the performance evaluation under maintenance of state-issued equipment.
17. Employees are responsible for following this policy. Failure to comply with the policy may result in disciplinary action, up to and including suspension, termination, or participation in a safe driving course, depending upon the circumstances.



Jackie McClaskey, Secretary of Agriculture

6/5/17
Date

Revised: 6/17

KS
(STATE)

INSURANCE IDENTIFICATION CARD

COMPANY NUMBER
20044

COMPANY ☒ COMMERCIAL ☐ PERSONAL
Berkshire Hathaway Homestate Companies

POLICY NUMBER
02APM026625-01

EFFECTIVE DATE
8/1/2021

EXPIRATION DATE
8/1/2022

YEAR MAKE/MODEL VEHICLE IDENTIFICATION NUMBER
Fleet

AGENCY/COMPANY ISSUING CARD

C&W Insurance
555 Poyntz Avenue, Suite 205 P.O. Box 1989
Manhattan KS 66505-1989 (785) 537-1600

INSURED

Kansas State Fleet
Department of Admin.
900 SW Jackson, Room 652S
Topeka KS 66612

SEE IMPORTANT NOTICE ON REVERSE SIDE

Web Address: <http://www.charlsonwilson.com>

THIS CARD MUST BE KEPT IN THE INSURED
VEHICLE AND PRESENTED UPON DEMAND

IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:

1. Name and address of each driver, passenger and witness.
2. Name of Insurance Company and policy number for each vehicle involved.

Office of Facilities & Property Management
700 SW Harrison, Suite 1200
Topeka, KS 66603



Phone: (785) 296-8070
Fax: (785) 296-3456
<http://www.admin.ks.gov>

DeAngela Burns-Wallace, Secretary
Frank Burnam, Director

Laura Kelly, Governor

Proof of Vehicle Registration March 2022 to February 2023

K.S.A 75-4611(a) exempts state vehicles from the requirement that all vehicles in Kansas carry proof of registration.

For any related questions, please contact Mona Flower at (785) 296-8070 or Gina Hunt at (785) 368-7029.

WHAT TO DO IF YOU ARE INVOLVED IN AN ACCIDENT

If you are involved in an accident using a **State-owned** vehicle:

- **Contact the local police or sheriff's department to report the accident.**
- If another party is involved, exchange information. Get their name, address, phone number, and insurance company's name, phone number, and policy number. The State of Kansas Auto Liability Coverage showing proof of liability insurance is found in your vehicle packet.
- Fill out the Acord Automobile Loss Notice form, which is located in your vehicle packet. Also, provide a written statement of what happened. Please provide as much information on the form and statement as possible and send via email to your Program Manager and Fiscal's vehicle contact person. Once the police report is available, please send it along as soon as possible.
- Try to get a least two quotations for the damage done and forward them to Fiscal's vehicle contact person. If the damage occurred through the fault of nature or the driver, your supervisor or Program Manager would let you know to proceed with getting the vehicle repaired. If another party is involved, quotations are still required, but arrangements will have to be made with their insurance company. Their insurance company should notify us on how to proceed. The Fiscal vehicle contact person will coordinate with the other insurance companies.

If you are involved in an accident using a **Personal vehicle** on State business:

1. **Contact the local police or sheriff's department to report the accident.**
2. If another party is involved, exchange information. Get their name, address, phone number, and insurance company's name, phone number, and policy number. The State's liability insurance is the primary liability coverage for state employees using their personal vehicle for official state business. **You should NOT provide the other party with your personal insurance information.** You may want to carry the State of Kansas Auto Liability Coverage document to show proof of liability insurance.
3. Fill out the Acord Automobile Loss Notice form, which is located in your vehicle packet. Also, provide a written statement of what happened. Please provide as much information on the form and statement as possible and send via email to your Program Manager and Fiscal's vehicle contact person. Once the police report is available, please send it along as soon as possible.
4. Try to get a least two quotations for the damage and forward them to Fiscal's vehicle contact person. If the damage occurred through the fault of nature or the driver, your supervisor or Program Manager will let you know to get the vehicle repaired. If another party is involved, quotations are still required, but arrangements will have to be made with their insurance company. Their insurance company should notify us on how to proceed.

ACORD AUTOMOBILE LOSS NOTICE						DATE (mm/dd/yy)				
PRODUCER Charlson - Wilson Ins Agency P. O. Box 1989 Manhattan, KS 66502		PHONE (A/C, No, Ext)		COMPANY Berkshire Hathaway Homestate Company POLICY NUMBER 02-APM-026625-01		MISCELLANEOUS INFO (Site & location code) To submit new claims call Berkshire Hataway at 1-800-488-2930 or email loss notice to claims@nationalindemnity.com Be sure to reference the policy number.		CAT #		
CODE:	SUB CODE:	EFF DATE 01.08.2021	EXP DATE 01.08.2024	D/O/A and Time 	<input type="checkbox"/>	AM	PREVIOUSLY REPORTED			
AGENCY CUSTOMER ID:					<input type="checkbox"/>	PM	<input type="checkbox"/>	YES <input type="checkbox"/> NO		
INSURED		CONTACT		<input type="checkbox"/> CONTACT INSURED						
NAME AND ADDRESS State of Kansas - Kansas State Fleet		NAME AND ADDRESS Department: Contact Name:				WHERE TO CONTACT				
RES PHONE (A/C, No)		BUS PHONE (A/C, No, Ext)		RES PHONE (A/C, No)		BUS PHONE (A/C, No, Ext)		WHEN TO CONTACT		
LOSS										
LOCATION OF ACCIDENT (Include city & state)				AUTHORITY CONTACTED: REPORT #:		VIOLATIONS/CITATIONS				
DESCRIPTION OF ACCIDENT (Use reverse side, if necessary)										
INSURED VEHICLE										
VEH #	YEAR	MAKE: Int'l	BODY TYPE:		PLATE NUMBER		STATE			
		MODEL:	V.I.N.:							
OWNER'S NAME & ADDRESS					RESIDENCE PHONE (A/C, No.):					
					BUSINESS PHONE (A/C, No, Ext):					
DRIVER'S NAME & ADDRESS (Check if same as owner) <input type="checkbox"/>					RESIDENCE PHONE (A/C, No.):					
					BUSINESS PHONE (A/C, No, Ext):					
RELATION TO INSURED	D/O/B	DRIVER'S LICENSE NUMBER	STATE	PURPOSE OF USE		USED WITH PERMISSION? <input type="checkbox"/> YES <input type="checkbox"/> NO				
DESCRIBE DAMAGE	EST AMNT	WHERE CAN VEHICLE BE SEEN?	WHEN CAN VEH BE SEEN?		OTHER INS ON VEHICLE					
PROPERTY DAMAGED										
DESCRIBE PROPERTY (If auto, year, make, model, plate #)				COMPANY OR AGENCY NAME:						
				OTHER VEH/PROP INS? <input type="checkbox"/> YES <input type="checkbox"/> NO		POLICY #:				
OWNER'S NAME & ADDRESS					RESIDENCE PHONE (A/C, No.): 0					
					BUSINESS PHONE (A/C, No, Ext):					
OTHER DRIVER'S NAME & ADDRESS (Check if same as owner) <input type="checkbox"/>					RESIDENCE PHONE (A/C, No.):					
					BUSINESS PHONE (A/C, No, Ext):					
DESCRIBE DAMAGE	EST AMNT	WHERE CAN DAMAGE BE SEEN?								
INJURED										
NAME & ADDRESS				PHONE (A/C, No)		PED	INS VEH	OTH VEH	AGE	EXTENT OF INJURY
WITNESSES OR PASSENGERS										
NAME & ADDRESS				PHONE (A/C, No)		INS VEH	OTH VEH	OTHER (Specify)		
REMARKS (Include adjuster assigned)										
REPORTED BY			REPORTED TO			SIGNATURE OF PROD / INSD				



EMERGENCY PHONE NUMBERS

You can easily contact the Kansas Highway Patrol Communications Center while traveling. These phone numbers can be dialed on your cell phone to report a vehicle breakdown, emergency, accident, erratic driver, or criminal activity:

***47** to reach the Kansas Highway Patrol
***KTA** (582) while on the Kansas Turnpike

ROAD OR WEATHER CONDITIONS

To obtain road construction information or inclement weather updates, please call

511

or visit www.KanDrive.org

Travelers on the Kansas Turnpike during the summer months will be assisted by a State Farm Safety Assist vehicle. Technicians will provide only immediate services needed to ensure the safety of Kansas Turnpike Authority customers and the safe movement of traffic. This program is not affiliated with the Kansas Highway Patrol Motorist Assistance Program.

TROOP HEADQUARTERS

Troop A - Olathe
(913) 782-8100

Troop B - Topeka
(785) 296-3102

Troop C - Salina
(785) 827-3065

Troop D - Hays
 (785) 625-3518

Troop E - Garden City
 (620) 276-3201

Troop F - Wichita
(316) 744-0451

Troop G - Turnpike
 (316) 682-4357

Troop H - Chanute
 (620) 431-2100

The Motorist Assistance Program is available in the **Kansas City, Topeka, Wichita, and Salina** metro areas.



122 SW 7th Street
 Topeka, KS 66603

www.KansasHighwayPatrol.org

Motorist Assistance Program



**Assisting travelers
during their time of need.**



KHP civilian motorist assistance technicians aid motorists and help manage traffic in high traffic metro areas by removing disabled and abandoned vehicles from the roadway.

PROGRAM GOALS

Disabled vehicles on our major highways cause numerous problems when it comes to public safety. To address these problems, the Kansas Highway Patrol (KHP) and the Kansas Department of Transportation (KDOT) established a Motorist Assistance Program.

The Motorist Assistance Program covers four metro areas in Kansas: **Kansas City, Topeka, Wichita** and **Salina**. Each service vehicle is staffed by a Kansas Highway Patrol civilian employee. They carry a variety of equipment for helping disabled vehicles, including four-way wrenches and jacks for changing tires, jumper cables, gasoline cans, and other small tools.

The Motorist Assistance Program is not intended to replace or interfere with services provided by private businesses. Instead, it provides only the immediate services necessary to ensure the safety of stranded motorists and roadway traffic.



WHAT TO DO IF YOUR VEHICLE BREAKS DOWN

Performing routine maintenance on your vehicle can help prevent your car from breaking down. However, if your car should become disabled, use the following tips until help arrives.

- Park your vehicle as far off the busy roadway as possible.
- Turn on your four-way emergency flashers (hazard lights).
- Stay in your vehicle until help arrives, especially at night or in inclement weather.
- If someone stops, crack your window and ask them to phone the police for assistance.
- If you must leave your vehicle along the highway, notify the police, sheriff or KHP of its location and the circumstances.

WHAT TO DO IF YOU SEE A VEHICLE WHICH MAY NEED HELP

Do not stop when you see a disabled vehicle or notice signs of distress, such as a raised hood or a handkerchief tied to an antenna. If you have a cell phone, call one of the numbers listed in this brochure and report the incident. If not, proceed to the next town or service area and notify someone who professionally renders assistance, such as a garage attendant or law enforcement officer. Take no chances. Your personal safety is too important!



Payment Cards

In each KDA State Vehicle, two cards are assigned to use for payment of maintenance, repairs, and fuel. These cards should remain in the “Vehicle Packet” in each vehicle except when being used. An explanation of each card is listed below:

VISA Card:

This card works like a credit card but is limited to use at Automotive Repair Parts Stores and Repair Facilities. In most cases, Wal-Mart will not be accepted due to being a vendor that sells more than just automotive-related items. Acceptable items to be charged to this card include oil changes, batteries, tires, repair parts, and car washes. This card is accepted at gas stations but should only be used when **the Wright Express Card (See Below) is not accepted.**

When an item is charged, the receipt should be kept and emailed to your Program Administrator or Accountant as soon as possible. Requisitions for the expense must be entered before the purchase.

Wright Express Card (Black and Red WEX Fleet Card)

The Wright Express Card is also assigned to each vehicle and is used only to purchase fuel and car washes. Over 1,700 locations in Kansas accept the Wright Express card, so there should be no problem finding a convenient place to fuel your state vehicle.

The Wright Express card is used at the fuel pump. To start the fuel process, enter your PIN # (Driver ID Number). This is a six-digit number assigned to each driver. If you do not have PIN # or have forgotten yours, contact your Program Administrator. The menu screen on the pump will take you through the process. You will be asked to enter odometer miles. Make sure you ask for a receipt in the process. If you do not get a receipt, you will have to go in and ask the attendant for one. Once you get the receipt, place it into your Vehicle Packet and turn it into your Program at the end of the month, if required.

Lost or Stolen Cards

If one of these cards is lost or stolen, please notify Fiscal's vehicle contact person or your accountant ASAP. This needs to be done immediately so the card can be canceled and hopefully prevent any unauthorized charges.

Replacement Vehicles

When vehicles have been replaced and are being turned in to State Surplus or Purple Wave Auction, these cards need to be given to Fiscal's vehicle contact person to be canceled. The license plate also needs to be removed and given to Fiscal's vehicle contact person once it has been turned in. The same applies if the vehicle is wrecked and goes to Salvage.

Vehicle Expense Information

Agency Owned Vehicles

<u>Payment Type</u>	<u>Type of Expenses</u>	<u>Receipts/Invoices</u>
1.) UMB Bank - Automotive Credit Card (VISA Card)	Repairs Tires/Batteries, Car Washes Fuel (if WEX not Accepted)	Submit SMART Requisition BEFORE the purchase is made and send receipts to Fiscal
2.) Wright Express (Red and Black WEX Fleet Card)	Fuel, Car Washes	Keep and submit to the Program, if required, at the end of each month.
3.) Billed directly to the Agency (Direct Bill)	Repairs Tires/Batteries, etc.	Submit SMART Requisition BEFORE the purchase is made and send receipts to Fiscal Section
4.) Personal Funds (Cash/Credit Card)	Fuel Tires/Batteries, etc. Repairs	Attach to Travel Voucher for Reimbursement and submit to Fiscal

State Agency Vehicle Usage Log

***The Program Manager decides if the Program will keep Vehicle logs or not. If you are unsure if you need to keep one, please ask.**

Vehicle Daily Log Instructions

- The Program will create the Vehicle Daily Log if needed.
- The Assigned Driver (s) will enter locations traveled, mileage, fuel consumption, and any repairs on the Vehicle Log.
- This Log should be updated every time the State Vehicle is used.
- All receipts for gasoline on VISA Card, repairs, parts, and car washes, if one is received, should be emailed to the Program Administrator or Accountant as soon as possible. Except for Car Washes, a requisition must be submitted for each expense before the purchase is made.
- Gasoline Receipts from fuel purchased with Wright Express Cards should also be kept and turned in at the end of each month if required by the Program.

Vehicle Service Log Instructions

1. Page 2 of the Vehicle Daily Log consists of the Vehicle Service Log.
2. This information has to be added any time a service is performed on the vehicle. The information consists of the Date, Vendor, City, PO Number, Cost, Description of Service, Vehicle Operator at time of service, and Payment Type (PMT). For PMT enter one of these codes:
 - C:** Any payment made with Red Procurement Card
 - D:** Any payment that will be made by Direct Bill (Invoice)
 - R:** Any payment that was made by the Driver and is a Personal Reimbursement.
3. Payments made with the Red Procurement Card or Direct Billed need to be submitted as requisitions before the purchase is made.
4. Personal Reimbursements need to be submitted on an Expense Report to be paid.
5. A Schedule of when Vehicle Services should be done is found after the Daily and Service Log in this packet.

Preventive Maintenance Schedule

Miles	Level I Service		Tire Rotation		Level II Service		Level III Service	
5,000	X							
10,000	X		X					
15,000	X							
20,000	X		X					
25,000	X							
30,000	X		X		X			
35,000	X							
40,000	X		X					
45,000	X						X	
50,000	X		X					
55,000	X							
60,000	X		X		X			
65,000	X							
70,000	X		X					
75,000	X							
80,000	X		X					
85,000	X							
90,000	X		X		X		X	
95,000	X							
100,000	X		X					
105,000	X							
110,000	X		X					
115,000	X							
120,000	X		X		X			
125,000	X							
130,000	X		X					
135,000	X						X	
140,000	X		X					

Enter Date at time service is completed

SERVICE TO BE PERFORMED				
*	Drain & Replace with new oil per manufacturer's specs	Tires rotated per manufacturer's instructions	'Wheels Off' Brake Inspection	Replace Air Filter
*	Replace oil filter			Replace Fuel Filter
*	Tire air pressure checked			Replace PCV Valve
*	All fluid levels topped off			Replace Spark Plugs
*	Lights checked & corrected			Replace Cabin Air Filter
*	Belts, Hoses, Shocks/Struts, Exhaust, Wipers checked			

**Kansas Department of Agriculture
Vehicle Preventative Maintenance Schedule**

LEVEL I - Required every 5,000 miles

1. Oil change
2. Oil filter replaced
3. Tire air pressure checked
4. Belts, hoses, shock absorbers/struts, exhaust system, windshield wipers checked
5. Fluid levels checked
6. Running and turning lights checked
- 7. Tire rotation - every 10,000 miles**

Optional - manufacturer recommended

8. Chassis lubrication

LEVEL II - Required every 30,000 miles

1. Level I service
2. "Wheels off" brake inspection

Optional - manufacturer recommended

3. Wheel bearings cleaned, inspected, repacked

LEVEL III - Required every 45,000 miles

1. Level I service
2. Air filter, fuel filter, PVC valve replaced

Optional - manufacturer recommended

3. Spark plugs replaced

GENERAL INFORMATION

1. Read, understand, and follow the vehicle's Operator Manual, Warranty Assistance Guide, and contracts.
2. Notify program manager of any body damage within 24 hours.
3. Agency does not authorize use of any type of additive.
4. It is the driver's responsibility to keep the vehicle presentable.
5. Walk around the vehicle each day visually checking for body damage, lost/stolen license tags, tire condition, and air pressure.
6. Check all under hood fluid levels at least at every other fuel fill up.

ALL REPLACEMENT PARTS SHOULD MEET OR EXCEED MANUFACTURERS RECCOMENDATIONS.

Kansas Department of Revenue

Sales and Use Tax Entity Exemption Certificate

The Kansas Department of Revenue certifies this entity is exempt from paying Kansas sales and/or compensating use tax as stated below.

Kansas Exemption Number: KSJP4KRK5R

Expiration Date: 10/01/2024

The tax-exempt entity understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any purpose that is not exempt from the tax, the tax exempt entity is liable for the state and local sales or use tax. The unlawful or unauthorized use of this certificate is expressly prohibited, punishable by fine and/or imprisonment. The certificate is issued for the sole use of the exempt entity as named.

Kansas Department of Agriculture
1320 Research Park Drive

Manhattan, KS 66502



EXEMPT ENTITY INFORMATION:

Authorization and scope:

- K.S.A 79-3606(b) & (d) - State of Kansas, political subdivisions of the state of Kansas (Kansas cities, counties, townships, special districts), nonprofit hospitals, and blood, tissue, or organ banks.
- Exemption applies to all direct purchase, rental or lease of tangible personal property and services, except purchases made for any business activity specifically taxable and indirect purchases by a contractor for a real property project except as noted below.

Limitations:

- Only direct purchases are exempt through the use of this certificate.
- Except for state government, this entity qualifies for exemption on indirect purchases by a contractor through the issuance of a Project Exemption Certificate (PEC). Apply on-line at KDOR's web site: www.ksrevenue.org. The only State of Kansas agency allowed a PEC is a Kansas correctional institution. Indirect purchases by all other state agencies are subject to sales tax.
- This exemption does not apply to the purchase of any construction machinery, equipment or tools by a contractor used in constructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the exempt entity.
- All purchases of goods and services used in a business that is specifically taxable by the Sales Tax Act are subject to tax. This includes operation of a utility, restaurant, and selling of goods or services at retail.

Heun S. Giesch

Exempt Entity Authorized Signature (Officer, Office Manager or Administrator)

Kellen L. Liebsch

Printed Name

48-1124839

Federal ID Number

09/11/2020

Date

RETAILER INFORMATION:

- To qualify for exemption, the certificate must have an expiration date in the future and be signed by an authorized individual.
- Payment must be made by the entity on their checking account or on a credit/debit card issued to the entity. Acceptance of cash, personal checks, or personal credit/debit cards is not allowed for a tax exempt purchase.
- The entity must have a Kansas exemption certificate. Exemption certificates issued by other states are not valid in Kansas.
- Retailers are required to maintain a copy of the purchaser's certificate in their records for at least 3 years from the date of purchase. Retailers must maintain a current certificate on file.
- Selling tax exempt goods or services that are not exempt by statute may result in the assessment of tax.
- A completed certificate may be used as a blanket exemption for future purchases when of the same type and for the same exempt purpose.

Seller's name and address

Description of goods and/or services purchased

For additional information on Kansas sales and use taxes see Publication KS-1510, *Kansas Sales Tax and Compensating Use Tax* and Publication KS-1520, *Kansas Exemption Certificates*, located at: www.ksrevenue.org Questions would be directed to Taxpayer Assistance at 785-368-8222.